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ABSTRACT

This booklet for students is part of a series of program materials for a school-based intervention process to help at-risk students stay in school. It lists members of the helping process team, discusses what the helping process team does, and describes the eight steps in the helping process. The steps are as follows: referral, needs identification, Individualized Helping Plan, putting the plan into action, solving out-of school problems, progress checks, review, and follow-up. (YLB)

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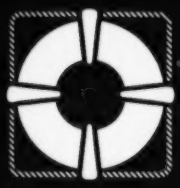

DROPOUT PREVENTION SERIES

The Helping Process Booklet for Students

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THE OHIO STATE UNIVERSITY

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THE HELPING PROCESS BOOKLET FOR STUDENTS

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SP700HP06

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Introduction

So, you've decided to stay in school and get your high school diploma. Congratulations! That's the first step. Now what?

Don't feel alone. A team of people is ready to help you. These people are part of the "helping process." What's the helping process? It's a way to help you stay in school and get your diploma. It's you and a team of people going through a series of steps to make sure you get all the help you need to make it through to a diploma.

Your Team Members

Who are the members of your helping process team? They can be any of the following:

- School workers
  - — Teachers
  - — Tutors
  - — Classroom aides
  - — Guidance counselors
  - — Attendance aides

- Agency workers
  - — Health care workers
  - — Social workers
  - — Public assistance workers
  - — Parole supervisors
  - — Family counselors
  - — Substance abuse treatment specialists

- Community volunteers
  - — Big Sister, Big Brother, scoutmaster
  - — An older, retired person
  - — Minister, priest, rabbi
  - — Neighbor
  - — Employer
  - — Business person from your neighborhood
  - — An adult friend

- Family members
  - — Parent
  - — An older brother or sister

What the Helping Process Team Does

The members of your team can make a real difference in your life. Here are some of the things they can do for you:

- Develop a positive, caring relationship with you.

- Work with you to design your Individual Helping Plan (IHP). This is a plan for the education that you need to stay in school and graduate.

- Understand your needs and meet with you and the rest of your team when changes are needed in your IHP.

- Prepare reports on your progress.

- Respect your privacy by keeping information about you confidential.

One of the people on your helping process team may become a mentor. That's like a combination second parent and friend. This person really cares about you and wants to see you get ahead. The person is the main link between you and your school and community.

A mentor can give you advice about how to get through the system, can open up opportunities for you, can warn you of pitfalls, and can encourage you. A mentor is someone who makes a personal investment in you—of time and caring. A mentor can help you think about yourself and who you are.

The relationship between you and a mentor is a very special one. Your mentor should not be assigned to you. Instead, you should choose each other.

How the Helping Process Works

The helping process has several steps. They are as follows:

REFERRAL

1. You were **referred** to the helping process either because you asked for help or because someone . . . perhaps a teacher . . . thought you might drop out of school.

NEEDS

2. In the next step, someone, probably the program coordinator and/or guidance counselor, will help you decide what you need to graduate and how the program can help you best. At this point, team members are chosen who can give you the help you need.

   Next, you and your team members will meet. The school helping process coordinator will explain the purpose of the team and why each person is on your team.

   At this meeting you will get to know your team so that you feel good about each other. A person from your team will be chosen as the team leader. It may be your mentor or someone else on the team.

After this "get-acquainted" meeting, you and your team will get down to the business of planning.

IHP

3. You and your team will make up an Individualized Helping Plan (IHP) for you that attacks your problem areas and gives you the support and commitment you need to succeed.

   You will want to tell the team members about yourself so they will know how to plan. Things like what you want to do with your life, problems you have with school, and how you learn best.

   The plan may have four parts. They are educational and support help you need to move ahead as you stay in school. The four parts are—

   — education, guidance and other in-school support;
   — public health and social services support;
   — family and community support; and
   — linkages to employment.

   On the next page is an example of an IHP. The plan will include your long-term and short-term goals. It will explain the support that you will get to meet these goals.

INDIVIDUALIZED HELPING PLAN FOR Alice Rae Roth (Vasquez) **Date** 9 25 88

Student 4500 Natir Ave Apt 315

Address Yourcity, OH 44434

Home Phone 555 2134 **Work Phone** 555 5678

Employer Marathon Service Station, W 5th & King Ave

Position gas station attendant

Current Grade 10th **Birthdate** 7 3 71

Parent Guardian Spouse Martin Roth (husband)

Parent Phone (h) _____ (w) 555 9001 (husband)

School John Dewey High School

Prog Coordinator Richard Myer (counselor)

Helping Team Leader Tina Lockard (H.S. teacher)

Mentor Frank Pratzner (auto shop teacher)

Mentor's Phone 555 2813

Other Team Juliet Miller (Remed. Math teacher)

Members Bob Gordon (ESL teacher)

Juanita Gutierrez (Pub. Health Nurse)

Program Service	Provider	Short Term Goal & Date	Long Term Goal & Date	Achieved?
Auto Shop II	J.D. H.S. – Frank Pratzner teaching	C or better grade in course by end of semester	Vocational prep., one of basic skills, end H.S.	
ESL	J.D.H.S. – Bob Gordon teaching	Grade 10 level verbal & reading fluency end sem.	Fluency adequate for work & learning end H.S.	
Remedial Math 002, 003, 004	J.D.H.S. – Juliet Miller teaching	Grade 6 ability by end of semester	Grade 10 ability by end H.S.	
Family planning inform. & service	County Publ. Health Board – Gutierrez	Informed choice re family planning	Support for choice thru birth control or prenatal care	
Career guidance	J.D.H.S. – R. Miquel counseling	Informed choice re: career & coursework, end semester	Vocational preparation & employment in chosen area	
Part time employment and mentoring	Marathon Service Station – Pratzner	Needed income, ongoing	Experimental learning, mentored job entry, end H.S.	

ACTION

4. Now that the plan is complete, you will put it into action. While you are doing this, the team will help you in the following ways:

   - Support
   - Cooperate
   - Listen
   - Advise
   - Think/brainstorm/communicate
   - Advocate . . . speak on your behalf with others

   Sometimes it is hard to know what's going on in the whole helping process program in your school, since there are many people helping many students. One way to let you and others know what's going on is to have a monthly newsletter that you and the other helping process students would publish and distribute. You and the other students in the helping process program would get it, as well as parents, team members, and others in the community.

   The newsletter would give news about the overall progress of the program, highlight certain program services or support activities, and spotlight outstanding team members or successful students in the program.

SOLVING PROBLEMS

5. Sometimes, out-of-school problems can affect what you do in school. When this happens, your team can get you to the right people who can help you. They might be workers in a family counseling program, substance abuse program, Department of Welfare, or other agency or program.

PROGRESS CHECKS

6. One person will oversee your plan. It could be the team leader or someone else. Somebody needs to check with you often to track your progress and let the other team members know how you are doing. If problems come up, they need to know so they can help you solve the problems. Or if your needs change, they need to know that, too, so the plan can be changed to meet your needs.

REVIEW

7. Your IHP should be brought up to date each semester by your helping process team and you. You and your team will look at your grades, test scores, reports from people outside school who have given support, and

others. If the reports show that your plan needs changing, it can be done by you and the team.

FOLLOW UP

8. Your team won't just stop when you graduate from school. Since they have invested so much time and interest in you, they will want to follow up after you graduate to be sure you are doing well.

   If your school has published a monthly newsletter for students in the helping process program, parents and others in the community, you may be spotlighted as a successful graduate of the program!

These are the steps involved in the helping process. The success of the plan depends on you and how much you are committed to staying in school and graduating. The team and/or mentor is there to help you succeed. They can't do it for you. You must take charge of your life and do it for yourself. With their help, the helping process can be the way to a successful future for you.